

EMP205

Letter

Breach of email policy

On letterhead of the organ

[Employee name]  
[Emp home address]

Dear Frank

**Your work for us**  
**Breach of email policy 18**

This letter is a first written  
wish to appeal against the  
you wish to appeal and se  
hearing in accordance wit  
way set out below, then th  
your breach is sufficiently s

disciplinary procedure. If you  
e within seven days saying  
peal, I shall then arrange a  
ur does not improve in the  
final written warning, or, if  
t.

My letter concerns the unf

Thursday afternoon.

My understanding is that y  
firm in extremely derogat  
colleague Fiona, but conf  
department.

describing a partner of the  
had addressed it to your  
d sent it to the entire audit

Your action is wholly unac

the contents of the  
it is contrary to the  
send a private note  
the particular comm  
made public.

strate a lack of judgement;  
breach of your contract, to  
age the firm's reputation if

The partners have asked  
behaviour, or of other be  
continuation of your work  
employment.

repeat either of this specific  
ude incompatible with the  
consider terminating your

Yours sincerely,

Leonard

**This document has total 4 pages. Here preview is shown for first 1 page only.**